

**CASE CLOSURE
REASONS**

Indian outreach services (IOS) must be terminated and the case closed under any of the following circumstances:

- The client no longer needs IOS as a result of improvement in family functioning or the absence of risk of child/adult abuse, neglect, or exploitation.

Improvement in family functioning is determined by the achievement of service goals and the ability of the client to maintain service connections without Indian outreach worker (IOW) assistance. Absence of risk of abuse, neglect and exploitation is determined by worker observation or other case information.

- The client has made no measurable improvement; therefore, continuation of IOS is no longer appropriate.
- IOS were offered and refused.
- The client moved and their whereabouts is unknown.

Client Meeting

Clients must be included in the evaluation and closure process whenever possible. It is recommended that IOWs meet personally with the client to discuss the case closure. The IOW should encourage the client to stay connected with any current resources and make any needed referrals.

CASE CLOSURE

Form DHS-385, Indian Outreach Service Report, is used to document the case closure.

**Closure Paperwork
Deadline**

Final closure paperwork must be completed within 30 calendar days from the date of case closure in Bridges.

CLOSING SUMMARY

The closing summary must include the following:

Demographic Information

This information includes family member names, dates of birth, tribal affiliation, place of employment, etc.

Goals/Objectives

Include a brief description of goal achievements and any unmet needs.

Assessment of Progress

Include a brief listing or description of services, both formal and informal, which were provided to assist the client in achieving their specified goals. Include dates and types of contact (e.g., phone call, home visit, etc.), person contacted and brief description of the contact.

Action Steps

List any agencies still working with the client, include any referrals made on behalf of the client.

Recommendations

Identify any barriers that were not addressed while the case was open.

Justification of Case Closure

Include a brief description of the reason for case closure.

LEGAL BASIS

Indian Child Welfare Act, 25 USC 1901 et seq.

Social Security Act, 42 USC 670 et seq.

Social Welfare Act, 1939 PA 280, as amended, MCL 400.1 et seq.

Michigan Indian Family Preservation Act, MCL 712B. 1 - 41.

State of Michigan Annual Appropriations Act.